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RFP794C, Developer Pool

SCOPE OF SERVICES

2.0 DEVELOPER MINIMUM QUALIFICATIONS

The County seeks developers with demonstrated experience, qualifications, capabilities, expertise, capacity and resources to develop County owned public housing sites. Developer minimum qualifications are:

- 1) Proposer must submit documentation for three developments that have obtained financing, are ongoing or have been completed within the last five years, including information as required in Section 3.0. For purposes of this requirement, the term “financing” shall mean a loan or other contractual commitment of funds specific to the project, issued by a lending institution, governmental entity or other entity not related directly or indirectly to the Proposer who is in the business of funding development projects.
- 2) Proposer must submit verifiable documentation as proof of its ability to obtain necessary local, state and federal approvals for development projects. Such documentation may be in the form of official records, certificates, approval forms, etc. from local, state and federal agencies indicating required approvals, as applicable, for affordable, sustainable and mixed-income and/or mixed-use housing development projects were obtained by or on behalf of the Proposer, including information as required in Section 3.0.
- 3) Proposer must demonstrate it has experience with the U.S. Department of Housing and Urban Development (HUD) requirements for development of affordable, sustainable and mixed-income and/or mixed-use housing development projects, and experience in working with HUD. Such proof may include documentation demonstrating that the Proposer has worked with HUD and obtained approval(s) evidencing compliance with applicable requirements for projects. Experience demonstrated should be of an ongoing nature, indicating that the Proposer understands and has demonstrated experience over several projects working with HUD, including information as required in Section 3.0.

3.0 RESPONSE REQUIREMENTS

Submittal Requirements

In response to this Solicitation, Proposer should return the documents as noted below. Proposers should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required. The proposal shall be written in sufficient detail to permit the County to conduct a meaningful evaluation of the required services. However, overly elaborate responses are not requested or desired.

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A. Proposer's Experience and Past Performance

1. Provide a cover letter, not to exceed five (5) pages, summarizing;
 - a) Proposer's experience, qualification, capabilities, expertise, capacity and resources to a) finance, b) develop, and c) operate high quality affordable, sustainable and mixed-income and/or mixed-use housing developments.
 - b) Proposer's ability to obtain necessary local, state and federal approvals for development projects.
 - c) Proposer's experience with the U.S. Department of Housing and Urban Development (HUD) requirements for development projects and experience in working with HUD.
 - d) Proposer's capability to obtain bonding and, insurance, and its financial capacity.
 - e) The number of years that the Proposer has been in existence.
 - f) The location of the main office, and other offices, if applicable.
 - g) The current number of employees in each office.
 - h) The primary markets served.
 - i) The total number of units developed and corresponding total development costs.
 - j) The total number of units developed and the corresponding total development costs for the last six years.
2. For the most recent and most comparable three (3) housing projects (completed or in progress within the last five (5) years) for which funding/financing has been secured, provide the following information:
 - a) Table of organization (TO) indicating the development team.
 - b) the client and contact information (name, title, phone number and email)
 - c) project name
 - d) project location/address
 - e) a brief description of the work
 - f) developer's project manager
 - g) current project status (design, construction, etc.)
 - h) site acreage and density
 - i) total number of units, rental or homeownership and affordability type for each unit type (e.g. 30 - ACC rental units, 20 - affordable /tax credit rental units, 10 - market rate rental units, etc.)
 - j) unit types and numbers of each (e.g. 20 - 2-story walkup units, 30-townhouse units, etc.)
 - k) bedroom mix and number of each (e.g. 20 - 2-BR units, 30 - 3-BR units, etc.)
 - l) size and use of commercial or special purpose space (non-housing development, if applicable)
 - m) income groups served
 - n) total development costs and development cost per square foot.
 - o) total construction cost and construction cost per square

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- p) Amounts of participation in the project by owner including;
 - ground lease and/or other applicable agreement payments
 - percentage of net revenues
 - percentage of developer fee and total developer fee
 - reimbursement of owners administrative costs
 - any other participation by owner
 - q) dates covering the term of the contract,
 - r) notice to proceed (NTP) date
 - s) pre-construction activities duration (in months), construction duration (in months) and lease-up activities (in months)
 - t) financial closing date
 - u) substantial completion date
 - v) funding/financing sources and amounts for each received, contact names and phone numbers for all funding/financing sources
 - w) funding sources gaps (if applicable) and how these were funded
 - x) project pro-forma indicating all funding sources and uses.
 - y) community and supportive services provided (if applicable)
 - z) job training programs provided (if applicable)
 - aa) property manager (if different from developer, briefly explain relationship)
 - bb) architect(s)
 - cc) general contractor(s)
 - dd) in 8 ½ x 11 format, provide a rendered site plan and exterior renderings or photographs (no more than 3) depicting the design and general character of the project
3. All housing projects developed by Proposer within the last five (5) years and provide the following information:
- a) Development name
 - b) Development address
 - c) Total development cost
 - d) Completion date (or current phase if not completed)
4. All contracts which the Proposer has performed or is performing for Miami-Dade County. The County will review all contracts the Proposer has performed for the County in accordance with Section 2-8.1(g) of the Miami-Dade County Code, which requires that “a Bidder’s or Proposer’s past performance on County Contracts be considered in the selection of Consultants and Contractors for future County Contracts.” As such the Proposer must list and describe all work performed for Miami-Dade County and include for each project:
- a) Name of the County Department which administers or administered the contract,
 - b) description of work,
 - c) total dollar value of the contract,
 - d) dates covering the term of the contract,

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- e) County contact person and phone number,
- f) statement of whether Proposer was the prime contractor or subcontractor, and
- g) the results of the project.

B. Key Personnel for Developer

- 1. In three pages or less, provide an organizational chart showing key personnel for the developer. Identify functions and duration of involvement by key personnel. Describe your management approach.
- 2. In three pages or less, list the names and addresses of development team personnel and briefly describe the experience, qualifications and other vital information, including relevant experience on previous similar projects.

Note: After proposal submission, the Proposer has a continuing obligation to advise the County of any changes, intended or otherwise, to the key personnel identified in its proposal.

C. Management Experience

- 1. Provide a maximum one-page narrative chronicling the developer's experience in overseeing the operation, management, maintenance, and financial reporting for all of its low-income rental buildings, with identification of family and senior developments.

D. Resident Employment Small and Minority Business, Women's Business Enterprise and Labor Surplus Area Firms and Involvement Plan

- 1. Provide a description not to exceed two pages of the Proposer's experience in providing resident employment opportunities and involvement by the community in addition to the Section 3 requirements noted herein on previous and recent projects.
- 2. Provide a description not to exceed two pages of the Proposer's experience in ensuring that, whenever possible, subcontracts are awarded to small business firms, minority firms, women's business enterprises, and labor surplus area firms. The description shall include the following elements:
 - (a) Proposer's plans to place qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (b) Proposer's plans to ensure that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
 - (c) Proposer's plans to divide the total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
 - (d) Proposer's plans to establish delivery schedules, where the requirements of the contract permit, which encourage participation by small and minority businesses and women's business enterprises; and
 - (e) Proposer's plans to use the services and assistance of the U.S. Small

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Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and State and local governmental small business agencies.

E. Certifications and Representations of Offerors, form HUD-5369-A

Complete and sign one form for the development firm.

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